



## JCampus – Processing 2nd Nine Weeks Grades

2019-20

High School Office Edition

This document will provide you with step by step instructions to successfully complete your second nine weeks report cards.

### Week of December 9, 2019

- ❖ Inform your teachers of your self-imposed deadline to enter all second nine weeks grades and comments into their Grades. Data Management recommends end of school day on Monday, January 6. Once all grades are entered and verified, principals will e-mail Data Management to lock the grading window. If Data Management isn't e-mailed, the window will lock at 9:00 a.m. on Wednesday, January 8. Report cards must be sent home on Thursday, January 9.
- ❖ **NOTE: Administrators can use the message system on the JCampus "Welcome" page to display such deadlines. Click the page icon (New Announcement) located under the word "Welcome." Complete the "Announcement Editor" screen and click "Save."**
- ❖ December Graduates ONLY (Grad Date 12/20/2019):
  - Import EOC Scores – Grades>Entry>Test Score Editor.
  - Check Test Scores – Transcript>Lists>Carnegie Units Earned Report.
  - Review and Update Codes related to Diploma Pathways and Careers.
  - Review/Update IBCs.
  - Assign SBLC (Retention) Codes.
  - Post Diploma Endorsements (Community Service, Bi-literacy).
  - Post exits for seniors retained due to testing, but have completed all Carnegie Units (27 17E Completed Carnegie Rqmts not GEE/EOC).
  - Post exits for completers (61 04E Graduation/Early Graduation-G) and students who have passed HighSet (80 05E GED Earned Only-G).
  - Check and Print Transcripts (graduation compliance, credit codes).

- ❖ Enter Final Averages for virtual or other off campus courses.
- ❖ Run the **Assignment Audit** report to access if teachers are entering the required number of grades per category.

1. In the left navigation panel, go to *Grades> Count> Assignment Audit*. Select the following in the setup box:

- Marking Period = "P2."
- Report = "Greater Than or Equal to Per Category."
- Assignments = "0."
- Report Type = "Detailed."
- From Date = First Day of School.
- To Date = Today's Date.

The screenshot shows the 'Assignment Audit Setup' dialog box with the following settings and annotations:

- Year: 1819
- District: 026
- School: 038
- Course Grades: (empty)
- Marking Period: (empty) *Use current marking period.*
- Report: Greater Than Or Equal To Per ... *0 Assignments*
- Report Type:  Detailed  Summary
- Exclude Non-Displayed Assignments *Use first day of school*
- From Date: (empty) *Use first day of school*
- To Date: (empty) *Use today's date*
- OK button

2. Click OK to get the report. Please be patient as it will take a few minutes to produce the report.
3. Each class will be listed on several rows to show a count of assignments per class, per category.

Course Name	Section	Enrolled	Assig...	Posted	Missing	Category	Wgt	Total Points
MATH 2	1	17	1	17		Assessments	75	100
MATH 2	1	17	1	17		Participation	25	100

Section 1 has two categories. Each has 1 assignment.

4. Click on the count of **Assignments** to see the assignments in the gradebook.
  5. Click on the count of **Posted** to see the grades given to students.
  6. Click on the count of **Missing** to see empty grade cells.
  7. Check out the **Total Points** to see the total number of points possible for that class/category.
  8. Tip 1: Run this weekly to verify that staff members are entering assignments.
  9. Tip 2: If you need to look at something specific in a Gradebook - Click *Grades>Entry>Gradebook* to view the actual gradebook of the teacher in question.
  10. Tip 3: If you need to check the % of A, B, C, D, F for classes right now - Click *Grades>Count>Grade Distribution*. Set to the first Marking Period, then click "OK" to get results. Grade counts are clickable to see students.
- ❖ Run the **Missing Grades Audit** report to identify students with no average (due to no assignments or blank grading average). Ignore classes that should not have a grade such as Kindergarten.
1. In the left navigation panel, go to *Grades>Entry>Missing Grades Audit*. Select the following in the setup box:
    - As of Date = Today's date
    - Marking Period = "P2"

2. Students with missing marking period averages will be displayed with grading period columns on the right (P2). Sort the report by teacher, student, or course to work with teachers on getting student averages up to date.

### **Friday, December 20, 2019**

December 20 is the last date of the second marking period (nine weeks). All second nine weeks grades and comments MUST be entered in teachers' Grades by 9:00 a.m. on Wednesday, January 8. Comments originally made by teachers in their Grades for interim reports are still in their Grades. Teachers must update these comments to reflect grades for the nine weeks report cards.

### **Saturday, December 21, 2019**

Teachers will have access to their third nine weeks Grades starting Saturday, December 21. Teachers must use caution between Saturday, December 21 and 9:00 a.m. on Wednesday, January 8 as they will have access to both their second and third nine weeks Grades. They must enter grades accordingly.

### Monday, January 6 - Wednesday, January 8

- ❖ Do you need to enter averaged nine weeks grades from a paper gradebook (vacancy position)? If so, use the **Post Grades Master** (Grades>Entry>Post Grades Master).
  - ❖ Do you need to enter nine weeks grades for individual students? If so, use the **Post Grades By Student** (Grades>Entry>Post Grades By Student).
  - ❖ Run the **Assignment Audit** report to ensure the minimal numbers of grades are being entered by your teaching staff.
  - ❖ Run the **Missing Grades Audit** report to check for students lacking nine weeks grades.
  - ❖ Print Grade Sheets (optional): Print grade sheets for the teacher to review and sign for accuracy. Fixes and corrections are made as a result of any feedback from the teacher.
- Go to *Grades > Lists > Grade Sheets*

Setup-01.17.17

Year : 1819

District : 026

School : 010

Course Grades :

Student Grade :

Periods :

Grade Display : Alpha Only

As Of Date :

Show Remote

Course Long Name Options

Display Long Course Names en English : Language

Semester To Display Scheduled Students

4x4 Display :  1st  2nd  3rd  4th  All

2x8 Display :  1st  2nd  Both

OK

- Select classes and **“Print.”**
- Give to teachers asking them to review, indicate any problems, and sign/date.
  - Save this copy for reference if needed in case of issues.
- As a result of the feedback, if needed, update missing grades, resolve any possible issues, etc.

**Once you are confident all grades are complete and accurate, the principal submits a Support Ticket to Data Management with the title: (Name of School) – Close 2<sup>nd</sup> Nine Weeks Window.” Wait until an e-mail response from Data Management is received before proceeding to the next step.**

❖ Mass Calculate Semester/Final Averages:

Run an initial calculation of final grades to review and check.

Go to *Grades>Lists>Report Cards*. At the bottom of the screen, click the “Mass Calc Sem/Final Grades” button. Setup according to the diagram below.

Mass Calc Sem/Final Grades - 03.29.19

Year: 1920

District: 026

School: 700

Grades:

Semester To Display Scheduled Students

4x4 Display:  1st  2nd  3rd  4th  All

2x8 Display:  1st  2nd  Both

Semester Grade Calculation Requirement

ALL Marking Period Grades Within Semester.

Last Marking Period Within Semester.

Calculate for Completed Courses Only

4x4 Term to calculate:  All  Fall  Spring

OK

❖ Identify Students with High Absences for Possible Denial of Credit:

The denial of credit is posted to the "Final" average and is noted with an asterisk (ie... 2f\*). Classes with an "F" average are set to "hide" so that a denial is not posted to classes that are already failed due to academics.

Go to *Attendance > Counts > Attendance by Course and History*. Set for date range, grade level, counts to search for, skip codes, and a posting of denial to F1. Setup is shown below:

**First Day of Semester**

**Last Day of Semester**

Year: 1920  
 District: 026  
 School: 700  
 Only?

From Date: [ ] [ ] [ ] [ ] [ ] [ ]  
 To Date: [ ] [ ] [ ] [ ] [ ] [ ]

Grade: 09,10,11,12

Full Threshold: 10 [ ] [ ] [ ] [ ] [ ] [ ]  
 Half Threshold: 5 [ ] [ ] [ ] [ ] [ ] [ ]

Skip Codes: [ ]

Exclude Course(s): [ ]  
 Students: [ ]

Print Break on Homeroom  
 Show Remote Scheduled Only  
 Active Only  
 Carnegie Credit Courses Only  
 Print in Home Language (if available)

Include:  Address  Signature  
 Sped:  All  Sped Only  Non Sped  
 Update Manually Posted Grades

Marking Period: F1 [ ] Hide <= [ ] F [ ] Hide <= [ ] -1  
 Marking Period to Post \*: F1  
 Post as manual grade  
 Remove \* From Selected Marking Period Grades

Marking Periods to Remove \*: [ ]

Course Long Name Options  
 Display Long Course Names en English [ ] Language

OK Letters

NOTE:  
 Sort by letter by clicking on the word "Description."  
 Click in the boxes next to all the D,E, and P.  
 Leave all the S and U unchecked. ▼

Value	Description
<input checked="" type="checkbox"/>	02 D Dr Note Verified*
<input checked="" type="checkbox"/>	16 E Court
<input checked="" type="checkbox"/>	50 E Excused
<input checked="" type="checkbox"/>	06 E Extenuating Circumstances
<input checked="" type="checkbox"/>	48 E Late Bus
<input checked="" type="checkbox"/>	24 E Late to school/Early Depart...
<input checked="" type="checkbox"/>	01 E Received contact from parent
<input checked="" type="checkbox"/>	18 E Religious Holiday
<input checked="" type="checkbox"/>	40 P Attendance Makeup
<input checked="" type="checkbox"/>	03 P In School Suspension
<input checked="" type="checkbox"/>	04 P School Business/Ed Trip
<input type="checkbox"/>	09 S Out of School Suspension
<input type="checkbox"/>	28 U Checked in by parent
<input type="checkbox"/>	27 U Checked out by parent
<input type="checkbox"/>	05 U Dr./Parent Note Needed
<input type="checkbox"/>	19 U Late to school
<input type="checkbox"/>	08 U Skipped
<input type="checkbox"/>	14 U Tardy to class
<input type="checkbox"/>	30 U Unexcused Absence

OK

When the listing of students comes up, review the results with the administration.

- Click the select cell for students / courses to have a denial of credit posted.
- Floating iGear is available to investigate students.

Click the **"Auto Fail"** button to post a fail average to the students/courses selected (ie... 2f\*).

Need a report of these denials? Run the **Non-Academic Failure Review.**

- Go to *Grades > Lists > Non-Academic Failure Review* and set for **"Attendance Violations"**
- Review for denials in the F1 column.

- ❖ Run the “Cumulative History Label.” This will allow you to preview your student report card grades before printing in mass.

Go to: *Grades > Lists > Cumulative History Label.*

Setup according to the diagram.

Click “OK.”

Check the upper left box to highlight all students and click “Print” (Starting Row = 0).

Setup-10.30.18

Year: 1819

District: 026

School: 010

Grade:

Homeroom:

Team:

Special Codes:

Exclude Special Codes:

Programs:

Skip Codes: 03,04,40

As Of Date:

Include SIS School

Select Label: Avery 5163

Grade Type: Alpha

Select Display Credits: Use Report Card Setti...

Show SSN on Labels

Show Active Courses Only

Display Rank

Display SBLC Code

Show Only Carnegie Credit Courses

Order To List: Alpha Order

OK



## ❖ Print Report Cards

*Grades>Lists>Report Cards.* The steps below correspond to the numbers on the image.

1. Elementary: Select "1-5." Middle and High leave blank.
2. As of Date: "December 20, 2019."
3. Display Date: "January 9, 2020."
4. Order to List: "Class Period." Choose Semester: "2" and Period: "1."
5. Type to Print: "Report Card."
6. Order Courses by: "Class Period Order."
7. \_\_\_ Grading Period: "2."
8. Check boxes as shown.
9. Optional.
10. Optional.
11. Optional.
12. Traditional Schedules: Always use August 8, 2019.  
Block schedules: Use first day of semester.
13. Select: "December 20, 2019."
14. Use Numbers: 03,04,40 (all of the Ps).

15. Click "Calculate Current Year GPA."

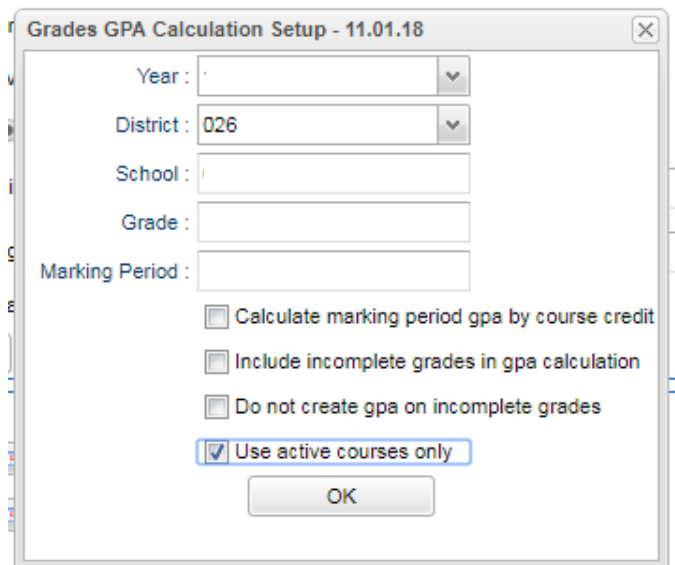
In Setup box:

Grade = Blank

Marking Period = Blank

Uncheck 1<sup>st</sup> three boxes, check 4<sup>th</sup> box (Use active courses only).

Click "OK."



16. This was completed in a prior step.

17. Click "Print."

In pop-up window, click "Yes."

Preview reports prior to printing on paper for distribution to students.

Print an extra copy for school records and download the file as a PDF on a computer or flash drive.

18.

A. Save the report cards as a PDF.

B. Use the following naming convention: School's (4) character abbreviation-1920-quarter (ex. Bonn-1920-2<sup>nd</sup>).

C. The PDF must be saved to the following Google Drive folder: Data Management - Report Cards by 1/9/2020.